

Provisional Ballot Step-by-Step Instructions:

- The provisional ballot process begins when the **challenger and the voter complete the Challenged Voter's Affidavit** detailing the voter's information and the reason for which a provisional ballot is required. The voter then votes using a provisional ballot and seals it inside a PRO-2 security envelope.
- The **ballot's validity will be determined by evaluation of the information on the OUTSIDE of the envelope regarding the voter's qualifications in that precinct.** The envelope will only be opened after the voter's eligibility is determined to be accurate based on the evaluation of their voter eligibility and assessment of the voter's needed documentation (if applicable).
- The provisional ballots must, at all times, **remain separate from all other ballots.**
- After the polls close, the inspector and the judge of the opposite party return the provisional ballots to the County Election Board. Provisional ballots shall be transported along with all other ballots to such authority but must be kept in a *separate, sealed container.*
- **Observers/challengers/watchers representing each major political party may be present at all times to observe the handling, verification, and counting of the provisional ballots.**
- **Provisional ballot envelopes must remain unopened until the eligibility or ineligibility of each provisional voter is determined.**
- When verifying the provisional ballots, the election authority must determine whether
 1. The written affirmation signed by the provisional voter is properly executed;
 2. The provisional voter is *registered* and qualified to vote under state law in the election (registration status should be confirmed by checking the relevant voter registration authority, such as the county voter registration official or the motor vehicle department); and
 3. The provisional voter cast no other ballot (e.g. a regular ballot, an absentee ballot, or a separate provisional ballot) in the election.
- If all of these inquiries are answered in the affirmative, the election authority should indicate that the provisional ballot is valid and provide the evidence for this conclusion. If one or more of these inquiries is answered in the negative, the election authority should indicate that the provisional ballot is invalid and provide the evidence for this conclusion.

- The envelopes containing **provisional ballots cast by voters who are determined to be ineligible or whose eligibility cannot be verified should remain unopened, and the provisional vote should not be counted.**
- The election authority should maintain a list containing a unique identifier for each provisional ballot and a notation indicating whether the ballot was determined to be valid or invalid (This information may be incorporated into the state's free access system for provisional voters to learn whether their provisional ballots were validated.).
- **Once the process of verifying the provisional ballots is completed, the election authority may then open the valid provisional ballots and commence the tabulation process for those ballots.**